

APPROVED FOR
RELEASE DATE:
12-Nov-2008

~~ADMINISTRATIVE - INTERNAL USE ONLY~~


(b)(3)

31 JUL 1969

MEMORANDUM FOR: Chief, Administrative Office,

SUBJECT : Request for Approval of Advanced Sick
Leave for **CARANCI, John**

1. Approval of requested advanced sick leave is granted to Subject employee for **240 hours.**
2. This leave is approved subject to the following:
 - a. All accumulated sick leave and all accumulated annual leave accrued in excess of 160 hours has been exhausted.
 - b. Certificate from the attending physician must be forwarded immediately by your office to this office. The nature of illness and the estimated date the employee will be able to return to duty should be stated on the certificate.
 - c. The amount of sick leave advanced will be earned and repaid upon return to duty.
 - d. A duplicate copy of SF-71, "Application for Leave," will be submitted to Office of Medical Services (doctor's signature is not required).
 - e. Employee will call Office of Medical Services, Extension upon return to duty.



Chief, Benefits and Services Division

Copies to:
Office of Finance
Official Personnel File

NOTE: This approval is limited to this specific illness only. Any unused leave that has been advanced is to be cancelled upon Subject's return to duty.

~~ADMINISTRATIVE - INTERNAL USE ONLY~~